

Membership Balance Plan  
U.S. Air Force Scientific Advisory Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the U.S. Air Force Scientific Advisory Board (“the Board”) as a discretionary advisory committee.
2. Mission/Function: The Board shall provide independent advice and recommendations to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Air Force, on matters relating to the Air Force’s scientific, technical, manufacturing, acquisition, logistics, and business management functions, as well as on other Department of the Air Force related matters as determined by the Secretary of the Air Force. The Board shall:
  - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force;
  - b. Recommend application of technology to improve U.S. Air Force capabilities; and
  - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.
3. Points of View: The Board shall be composed of no more than 20 members who are eminent authorities in one or more of the following disciplines: science, technology, manufacturing, acquisition, logistics, and business management functions, as well as other matters of special interest to the Department of the Air Force. These individuals are also distinguished members of the science and technology communities, Federally Funded Research and Development Centers, National Laboratories, industry, and academia (universities and colleges).

Board members appointed according to DoD policies and procedures, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise ordered by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the Board. The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Air Force, as the Board’s Sponsor.

The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters expected to be handled by the Board. The Department has found that viewing the complex issues facing the DoD through a multidisciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues which inform subsequent policy decisions.

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Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Panel, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest.

4. Other Balance Factors: None.

5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the science and technology communities. Candidates for appointment are typically selected from academia, industry/business, FFRDCs, and National Laboratories. Calls for nominations are made annually via the Board's website, requests to Air Force senior leadership, and the Air Force portal. Nominations for potential membership may be proposed by anyone.

Potential candidates are identified by the Board's Designated Federal Officer through discussions with senior Air Force leaders, current Board members, technical directors of Air Force science and technology organizations, and FFRDCs that support the DoD. The DFO reviews each candidate's technical credentials, expertise, prior Board experience, and balance across technical specialties and employer category. Following this review, the DFO provides a recommended list of candidates to the principal advisors to the Secretary of the Air Force for further review prior to consideration by the Secretary of the Air Force. During the Secretary of the Air Force's review, the Secretary strives to achieve a balance between the educational and professional credentials of the candidates and the subject matters anticipated to be reviewed by the Board.

The list of candidates is next reviewed by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can authorize the appointment of individuals to advisory committees established or supported by DoD. Following this review, the Secretary of the Air Force discusses the potential individuals with the Secretary of Defense or the Deputy Secretary of Defense to request authorization to proceed with the nominations.

Following the Secretary of Defense or the Deputy Secretary of Defense authorization and the Secretary of the Air Force's subsequent administrative certification, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for Board members.

All Board appointments are for a one-to-four-year term of service, with annual renewals, and no member may serve more than two consecutive terms of service without approval from the Secretary of Defense or Deputy Secretary of Defense.

Membership vacancies for the Board and any subcommittees will be filled in the same manner as described in the previous five paragraphs.

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6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the Secretary of the Air Force and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the Secretary of the Air Force is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Board or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the Secretary of the Air Force.

Subcommittee members, with the approval of the Secretary of Defense, will be appointed for a term of service of one-to-four years, subject to annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

Currently, the Secretary of the Air Force has approved the following four permanent subcommittees to the Board. The requisite qualifications and points of views for subcommittee members are similar to those required at the parent-level Board members.

- 1) Basic Sciences Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on basic sciences such as physics, materials science, mathematics, biology, and psychology.
- 2) Defense Operations and Systems Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on Air Force operations and communication technology.
- 3) Information Systems Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on sensors, electronic warfare, and cyber and computer systems.
- 4) Vehicle Systems Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an

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independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on aircraft and space systems, guidance, navigation, and control, and propulsion.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committee, Boards, and Commissions (79 FR 47482; August 13, 2014); the Assistant to the President for Science and Technology and Director of the Office of Science and Technology Policy memorandum of December 17, 2010, concerning scientific integrity; and the rules and regulations issued by the Office of Government Ethics.
8. Prepared: May 21, 2016